

- *Executive Board Minutes*
 - February 17, 2026
 - **9:30 am –11:00 am**
 - Zoom Meeting Format
- Call to Order – Wayne Whitford, President
- Attendance
 - Wayne Whitford, President – present
 - Brian Lockard, VP – present
 - Liam Ehrenzweig, Secretary – present
 - Courtney Bogaert – absent
 - Nancy Kilbride, Events Your Way – absent
 - Sophia Johnson, DPHS Health Officer Liaison Unit – absent
 - Madison Bailey - absent
 - Heidi Peek-Kukulka – present
 - Brian Santiago, Concord, NH Health Officer – absent
 - Angela Liberty, - present
 - Kendall Hughes, - absent
- Approval of January 20, 2026 minutes
 - A motion to approve the minutes from the previous Board meeting was made. The minutes were approved.
- Treasurer’s Report –
 - Wayne asked if everyone received the email Nancy had sent prior to the meeting with content of her report:
 - *Budget sell explanatory. (\$312.50 expense for NHMA legislative tracking)*
 - *We sent another invoice to Beverly for \$7,500 which will total \$15,000. I am working on investing some of our money – can you vote again on how much. Maybe stagger it with \$5,000 and 6 months another \$5,000(?)*
 - *We have 47 registered for spring conference with 2 vendors to date*
 - *Volunteers*
 - *Courtney – manage slides*
 - *Heidi – registration desk*
 - *Kendal – set up and break down booth*
 - *Rotate on managing booth throughout the day*
 - *MC: Wayne and Brian*
 - *Anything else?*
 - *Membership – 125 to date*
 - *I will reach out to the Puritan before our April meeting – looking for dates for the fall conference so we can select a date and then announce at the*

spring conference. I think it has worked out really well this time around with having so much time planning, etc.

- Spring Conference
 - Wayne requested any comments in addition to Nancy's emailed report. Heidi noted we will need to get out on time, due to Puritan's time constraint. Wayne suggested we be mindful of presentation time allotments, so as not to exceed those.
 - Wayne confirmed Christine from NHMA would present on administrative warrants. Brian L. asked if there was any cost associated with her presentation. Wayne responded there would be no cost, and noted that as a benefit of NHMA membership.
 - Brian L. commented that the Spring Conference agenda is full of good topics.
 - Wayne noted there are only two vendors secured thus far, but there is still time to add more.
 - Wayne asked if the Bed Bugs presentation was all set? Brian L. confirmed that it is, and noted this topic might be one that needs to be monitored for time limit. Heidi offered that we should remind everyone that this conference has a tight schedule, and recommended contact information from presenters be obtained so that if questions remain unanswered due to time constraints the attendees can ask those of the presenters via email.
 - Brian L. asked if it is known why the time limit imposed by Puritan, and Wayne responded he believes there is another event scheduled there.

- Membership Update
 - Nancy's email informed 125 members to date.

- Health Officer Liaison Updates –
 - Wayne noted that Sophia is absent likely because she is preparing for a child care inspection report web meeting scheduled later same day. He asked if everyone had a chance to review that draft of the inspection check sheet.
 - Brian L. stated he had spoken with his municipality's plumbing inspector, and is concerned that some things in the check sheet are the authority of plumbing and building codes and not the responsibility of health officers. Angela agreed, stating that those codes are not part of her training, and she wouldn't want to step on the toes of those inspectors.
 - Wayne had a concern about temporary sinks being part of the draft inspection sheet, and considered those beyond the realm of health officer authority. Angela said she didn't think temporary sinks are allowed in child care. Liam stated he considered sinks within health officer responsibility, because of health officer responsibility for septic rules which relate to the waste water from sinks. He added that hot water temperature presents a scalding hazard, so if health officers do not check that temperature it would not be checked because hot water temperature is not included in fire code. He noted health officers should have

thermometers with them to check the refrigerator and freezer temperatures, so checking the hot water should not be a burden.

- Wayne asked Liam, as a building inspector, if the building departments would be responsible for inspections of guard railings, which Wayne also thought did not belong under health officer purview. Liam responded that requirements for railings would be included in state fire code, and would be inspected by fire departments as part of their child care inspections unless the child care facility was new construction in which case the building department would provide initial approval.
- New Business
 - Liam commented that Nancy, in her email, had requested input on investing funds. Wayne responded that we should wait to discuss that until we have everyone present.
- Action Items
 - Wayne stated we should communicate the meeting discussion to Sophia regarding child care inspection. Brian L. and Angela confirmed they will attend the web meeting with Sophia. Wayne asked them to communicate the Board's discussion.
- Next meeting
 - Next meeting– March 17, 2026 at 9:30am.
- Adjournment – Wayne Whitford, President —9:56 am.

